



1211 South Glenstone Ave. • Springfield, MO 65804

Instructions to Applicant: Fill out this form completely. You may attach your resume; however, all sections must be completed.

PERSONAL DATA

Name: Last First Middle Date: Social Security No. Present Address: Number Street Home Phone: () Business Phone: () City State Zip Previous Address: Street City State Zip

State age if under 18 Are you a US Citizen? Yes No If no, do you have a work visa? Yes No (Proof of citizenship or immigration status will be required upon employment.)

Specific position applied for:

Rate of pay expected: \$ Per

Are you available to work: Full Time Part-time Temporary Seasonal

If part-time, specify hours:

Are you a student? Yes No If yes, be specific:

If yes, how many credit hours before you graduate?

On what date would you be available for work?

Have you previously made application with us? Yes No If yes, date?

Have you ever worked for us before? Yes No If yes, when?

Are you presently employed? Yes No May we contact your present employer? Yes No

List hobbies, special interests, and recreational activities:

Name of relatives in our employ:

DOCTRINE

Are you a Christian? Are you baptized in the Holy Spirit? (Acts 2:4) Do you use tobacco? Drink alcoholic beverages? Use drugs? Do you support prochoice? Do you advocate gay rights?

Have you ever been divorced? Yes No

If you have been divorced, are you currently remarried? Yes No

If divorced and remarried, is your former spouse living? Yes No

If married, has your wife/husband ever been divorced? Yes No

Name of church you attend: _____ Pastor: _____

Church Address: _____
Number Street City State Zip

Please check the services you attend regularly: Sunday School; Morning worship; Sunday Evening
 Midweek Service; Youth Service

If active in church work, list activities: _____

EDUCATION

	Name and location	Major Course	Minor Course	Circle last year completed	Degrees/Certificates
High School		XXXXX	XXXXX	1 2 3 4	XXXXX
College				1 2 3 4	
College				1 2 3 4	
Other (Specify)					

List language(s) (other than English) in which you are fluent: _____

TRAINING AND EXPERIENCE

Mark items in which you have had training with a "T", or experience with an "E":

- | | |
|---------------------------|----------------------------|
| _____ Typing _____ wpm | _____ Proofreading |
| _____ Shorthand _____ wpm | _____ Word Processing |
| _____ Filing | _____ Editing |
| _____ Accounting | _____ Layout |
| _____ Calculator | _____ Art illustration |
| _____ Graphics design | _____ Bulk mailing |
| _____ Personal computer | _____ Shipping |
| _____ Data entry | _____ Receiving |
| _____ Bookkeeping | _____ Marketing |
| _____ Journalism | _____ Supervision |
| _____ Advertising | _____ Stock Clerk |
| _____ Receptionist | _____ Computer Programming |

List computer programs you have worked with:

EMPLOYMENT HISTORY

In the space below, give your complete record of employment. Attach additional sheets if necessary. Start with your present or most recent position and work back. List your positions in the order you held them. **EXPLAIN ANY GAPS BETWEEN PERIODS OF EMPLOYMENT.**

Name and address of employer		Type of business
Dates employed FROM: TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$ PER
BRIEF DESCRIPTION OF DUTIES:		
Why do you (or did you) wish to leave?		

Name and address of employer		Type of business
Dates employed FROM: TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$ PER
BRIEF DESCRIPTION OF DUTIES:		
Why did you wish to leave?		

Name and address of employer		Type of business
Dates employed FROM: TO:	Starting title	Present or last title
Name of last supervisor		Present or last salary \$ PER
BRIEF DESCRIPTION OF DUTIES:		
Why did you wish to leave?		

U. S. MILITARY SERVICE

BRANCH OF SERVICE: _____ DATES OF SERVICE: FROM _____ TO _____

HIGHEST RANK: _____ TYPE OF DISCHARGE: _____

COMMENTS (Special skills, Schooling, Etc.) _____

ADDITIONAL INFORMATION

Add any information you feel is pertinent. For instance, you might summarize your over-all experience and relate it to your career goals. Also use this section to expand any statements made in other sections of this form, identifying these by section type. Include any times you expect to be off work.

PERSONAL REFERENCES

(Do not use former employers, relatives or pastor.)

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

APPLICANT'S STATEMENT

I certify that the information contained in this application is correct to the best of my knowledge and understand that falsification or misrepresentation are grounds for dismissal in accordance with Global University's policy. I authorize the references listed in this application to give you any and all information they may have, and release all parties from all liability for any damage that may result from furnishing same to you.

In consideration of my employment, I agree to conform to the rules and regulations of Global University and acknowledge that my employment and compensation can be terminated, with or without cause, at the option of either the company or myself. I understand that only the President, or his designated representative, has authority to enter into an agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature _____ Date _____